

## **FY 2003 Annual Report Application User's Guide**

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## **Acknowledgments**

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### **For PPC:**

Parrie Henderson O'Keefe

## **Getting Help**

### **Help with each budget table:**

- Select “Help” on the toolbar at the very top of each screen to access a menu of help items for each budget and narrative section of the application.

### **Via Email and Telephone**

- Technical questions about the Annual Report Application should be addressed to ARAPP@dec.cdie.org. Or you can call 703-351-4006 8:30 AM to 4:00 PM EST.
- Questions about how to report data should be sent to Parrie Henderson-O’keefe, PPC/PC, at phenderson@usaid.gov.

### **Via the Internet**

- CDIE also provides technical support online at <http://cdie.usaid.gov/ar>. Check the “Frequently Asked Questions” section of this page regularly for updated help.

### **Help materials that come with the application, accessible through the help menu:**

- The FY 2003 Annual Report Guidance, PPC’s official instructions for how to prepare this year’s Annual Report.
- A mock CBJ submission for the fictitious country of Freedoni.

## **Introduction and overview**

The Annual Report Submission will be submitted as one document this year. Narrative portions of the Annual Report (including those portions for the CBJ) will be submitted through the same application that is used to prepare the budget portion of the Annual Report. Use of this application is mandatory.

Your work in the FY 2003 Annual Report Application will consist of entering budget data, CBJ data and Performance Narrative data into simple-to-use forms that can then be printed as Word or Excel reports. The budget tables have the look and feel of previous year's resource request Microsoft Excel spreadsheets. The application also automates the process of transmitting the budget data to Washington.

The steps one would typically take to prepare the Annual Report submission via the application are as follow:

1. Launching the application
2. Entering the budget data into the budget tables
3. Adding new SOs if needed
4. Entering the CBJ and performance narrative text into the narrative section
5. Proofing and Review
6. Viewing/Printing
7. Transmission

### **What's new**

This year's application handles all data needed for submission of CBJ material, budget request and program performance.

### **Key features:**

- Data is entered only once into the application.
- Portions of the budget data will appear in the appropriate sections of the CBJ program data sheets.
- The application will be pre-populated with FY 2001 program budget data for all Strategic Objectives appearing in the FY 2002 Congressional Budget Justification.
- A more powerful and flexible "report generator" has been added for the creation and saving of standard and custom reports.
- Upon completion, the data is automatically transmitted Washington via email.

## **Installation**

### **System Requirements**

To run the application, you'll need the following:

1. Pentium grade PC or better w/ Windows 95, NT, 98, or 2000
2. 10 Mb free disk space on a local drive, for either the network version or the stand-alone version.
3. 64 Mb of RAM (minimum)
4. MS Office 97 (Service Release 2), Office 2000
5. Email connectivity (for automated transmission feature)
6. A LAN connection (optional, for use with multiple users)

### **Installation instructions**

#### **About the install instructions**

Instructions are being provided to each Operating Unit's system administrator. If you have any questions regarding the installation on a stand-alone workstation or in a client-server configuration on a LAN please see your system administrator.

#### **Installing Microsoft MDAC files**

The Budget Application requires version 2.5 or later of the Microsoft Data Access Components to run. Most Office 97 or later versions of Microsoft Office installations will have these files already. You will also need to have DCOM installed if you are running Windows 95. If these files are not present, you'll get an application error when you attempt to launch the application. These files are available to system administrators via IRM in AID/W.

### **Using the application**

#### **A note about sources and accuracy**

The SO numbers and names that come with your application are the same SO numbers and names that were submitted for last year's CBJ. Strategic Objective numbers and names reflect what was in last year's CBJ submission, unless updated by an AID/W regional bureau. Every effort has been made to ensure that what you get in the FY 2003 application is accurate. However, you do not need to use all SOs that are listed in the SO list. If a SO name is incorrect you can edit that name from the "Tools" menu selection labeled "Change Strategic Objective Name" ONLY.

To ADD an SO that has existing obligations and expenditures, be sure to add it from the US FINANCING Table. For a new SO without FY 2001 or FY 2002 obligations or expenditures, ADD it from the BUDGET REQUEST by Program/Country Table.

We recommend that you carefully review the data included in your application to ensure that all objectives are present and accounted for. You can add new SOs from the US Financing Table and the Budget Request by Program/Country Table if necessary.

## **Step One: Launching the application**

Double click on the application icon the installer placed on your desktop. This should be called FY2003 Annual Report. The application will open with a list of nine budget tables, starting with US Financing. Below the list of budget tables will be a button for Program/CBJ Narratives.

### **Menus**

There are five selections in the toolbar appearing at the very top of the application. They are: “File”; “Reports”; “Tools”; “Email” and “Help”. “Email” should only be used when all budget, CBJ and Performance Narrative data is completed and ready to be returned to AID/W. “Help” has been included to assist you in using the application.

### **File**

The file menu contains only the Exit command to quit the application. NOTE: EXIT only closes the Annual Report Application, not any MS Word or Excel sessions you might also have running concurrently.

### **Reports**

The Reports menu allows you to generate and save a variety of standard reports, user reports and custom reports. See Section 10 under Step Two for a more detailed explanation of the report generator function.

### **Help**

The help menu displays many sub-menus for help on each section of the application. In addition it provides the user with the FY 2003 Annual Report Guidance in its entirety, and gives information regarding the current version of the Annual Report Application you are running (“About”). If any problems are encountered with running the application, your system administrator may need to send this information to AID/W.

### **Multiple Users**

The application supports multiple users entering information simultaneously as long as they are not attempting to enter information in the exact same table as another user at the exact same time. However, you will not be able to see changes made by another user working simultaneously on the application until you exit and return to the application.

## **Step Two: Entering budget data**

### **Working with budget tables**

In general, within any of the tables, once you have entered a number in a cell in a table, you can use the Tab key, the mouse, or the Arrow keys to move from that cell in order for the application to save that number and to calculate or recalculate total figures. Pressing the Enter key at any point causes the changes typed to take affect and all cells in the table will be recalculated.

## **1. US Financing**

### **General Instructions**

The US Financing table is modeled after the spreadsheet that was used in last year's Annual Report Budget Application. Obligations and expenditures through September 30, 2001 are populated from last years CBJ, but you can change them as necessary. Move from cell to cell using the mouse or the tab or arrow keys. Switch between SOs using the drop down box at the top of the form. Any changes you have made will be saved automatically.

### **Calculations**

The information that appears in the US Financing table is related to that in the Budget Request by Program/Country table and vice versa. These relationships are noted in the form. For example, the unliquidated values as of September 30, 2002 for a particular SO and Appropriation will appear in the program table as the starting pipeline for 2003. Similarly, "Planned Fiscal Year 2003 NOA" obligations will appear within the US financing table once they have been entered in the program table. Pressing the Enter key at any point causes the changes typed to take affect and all cells in the table will be recalculated.

### **Viewing and printing the tables**

To either view or print the US Financing report, click on the "Excel" button. The application will open Microsoft Excel and generate an Excel spreadsheet version of the report. This year the excel spreadsheet contains formulas used to calculate the amounts found in this report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report, make the changes on the form, then click on the "View" button once again to generate a new report.

To create a spreadsheet that contains the US Financing tables for all SOs, press the "Excel All SOs button." Each SO will appear as a separate spreadsheet page.

## **2. Budget Request by Program/Country**

### **Select the fiscal year and scenario**

Two drop down boxes at the top of the form display the currently selected fiscal year and appropriation. Each combination of these values corresponds to a single sheet in the program budget request spreadsheet that was used in last year's Annual Report Budget Application. To change the "sheet", use the dropdown boxes to select the combination of fiscal year appropriation with which you wish to work. Columns for "Starting Pipeline," "Carryover," "Estimated SO Expenditures" and "Est. SO Pipeline End of FY" appear only for fiscal years 2003 and greater. 2003 Values for "Starting Pipeline" and "Carryover" are derived from the US Financing table. For 2004 and 2005, the starting pipeline values are determined by the "Est. SO Pipeline End of FY" values for the previous year.

### **Enter Request Levels**

Enter request level amounts as you would in a spreadsheet. All values entered are automatically saved.

Note: Last year request levels were divided into bilateral and field support. This year both values should be included in the single "Funding" category.

### **Complete necessary program category forms**

When entering values for EGAT, Global Health or DCHA, you will need to fill out a corresponding "Pillar" form, signaled by the buttons on the top left turning red. Within the pillar forms, totals, which do not match their columns on the main table, will also appear in red. If you attempt to close out of these tables without the totals matching, you will receive a message stating, "Values must match those on the summary table before this table can be closed". Once the totals match, the total in red will change to black and the table can be closed.

### **Add New SOs to the fiscal year/appropriation**

When pipeline or carryover data is entered on the US Financing screen for SOs, the SO will appear on the Program table, so you will not need to add them. New SOs for which there is not pipeline or carryover data can be entered through the program table using the "Select SOs" button. Select the SO(s) you wish to add, and hit the "Select SOs" button. You will then be able to enter budget requests for that SO on the program table. If the new SO is not on the master list, you can add it through the "New SO" button.

NOTE: The PL 480 appropriation is handled differently than the others. It is not included on the US Financing form, so all budget information is entered on the program table. Select "PL 480" and the appropriate year and a box will appear at the bottom of the screen. You can either enter the PL 480 amount for the year, or select

SOs if you would like to break down PL 480 money by SO. If you have questions about which route to take, consult your bureau.

### **Reviewing the work /Printing the report**

You can use the “Excel” button at any point to view and/or print the tables as they will appear in the final document. The main table will be the first page of the spreadsheet, and the pillar tables will appear as additional pages. Be sure to make all changes within the application, and not on the spreadsheet; changes made on the spreadsheet will not appear in the application and will not be submitted to Washington.

### **2A. Economic Growth, Agriculture and Trade Pillar**

The EGAT pillar table allows you to divide money requested for EGAT into various categories. When values are entered in the EG, ENV, or Education columns on the budget request form, the EGAT button on the left of the form becomes enabled. You will also be taken directly to this table if you attempt to close the budget request form when EGAT values are out of sync.

Each SO that contains requests for EGAT will have a corresponding line on the EGAT pillar table. Columns display the amounts entered on the EG, ENV, and Education columns on the budget table for each SO. Beside these columns are the “Totals from this table” columns that will appear in red if the values are out of sync. Enter funds into the adjoining cells until the sums from the two tables are equal.

The Agriculture column from the budget table is not subdivided on the EGAT Pillar table, so the values from this are not editable in this form. Four columns on the right – Biotechnology, IT, University Programs, and Global Climate Change – are attributed. They are not added together and they do not correspond to columns on the main program table. Just enter the appropriate values for each SO.

Transfers appear on the bottom of the screen. Adjust these values in a similar way.

***Note: The program will prevent you from leaving this form until all values are in sync.***

### **Moving from cell to cell in the table**

Once you have entered a number in a cell in a table, use the tab key, the arrow keys, or the mouse to move from that cell in order for the application to save that number and recalculate total figures. Hitting the ENTER key after inputting data will recalculate the totals.

### **Viewing/Printing the table**

To view the EGAT table in Excel format, go to the main budget request table and hit the “Excel” button. The EGAT table will appear as a spreadsheet page.

## **2b. Global Health Pillar**

The health pillar table allows you to divide money requested for health into various categories. When values are entered in the Health column on the budget request form, the “Health” button on the top left of the form becomes enabled. You will also be taken directly to this table if you attempt to close the budget request form when health values are out of sync.

Each SO that contains requests for health will have a corresponding line on the health pillar table. The column on the far right, “Health Total from Summary”, contains the amount entered in the Health column for each SO. “Health Total from this table” contains the sum of the values entered, and will appear in red if it does not match the summary value. For each SO that appears in red, distribute the funds among the sector columns until all values are in sync.

Transfers appear on the bottom of the screen. Adjust these values in a similar way.

***Note: The program will prevent you from leaving this form until all values are in sync***

### **Moving from cell to cell in the table**

Once you have entered a number in a cell in a table, use the tab key, the arrow keys, or the mouse to move from that cell in order for the application to save that number and recalculate total figures. Hitting the ENTER key after inputting data will recalculate the totals.

### **Viewing/Printing the table**

To view the Global Health table in Excel format, go to the main budget request table and hit the “Excel” button. The Global Health table will appear as a spreadsheet page.

## **2c. Democracy, Conflict and Humanitarian Assistance Pillar**

The DCHA pillar table allows you to divide money requested for DCHA into various categories.

When values are entered in the DG, Human Rights, Humanitarian Assistance, or Conflict columns on the budget request form, the DCHA button on left of the form becomes enabled. You will also be taken directly to this table if you attempt to close the budget request form when DG or Human Rights values are out of sync.

Each SO that contains requests for DCHA will have a corresponding line on the DCHA pillar table. Columns display the values entered in the four DCHA Sectors. “DG Total From Summary” and “Human Rights Total from Summary” display the

funds entered on the main program table. Make adjustments in the adjoining columns if “Totals from this Table” columns do not match. Wherever there is a discrepancy, the values will be displayed in red.

The values in “Humanitarian” and “Conflict” match those entered on the main program table. Since they are not subdivided, it is not necessary to edit them on this form.

Transfers appear on the bottom of the screen. Adjust these values in a similar way.

***Note: The program will prevent you from leaving this form until values are in sync with those entered on the summary table.***

### **Moving from cell to cell in the table**

Once you have entered a number in a cell in a table, use the tab key, the arrow keys, or the mouse to move from that cell in order for the application to save that number and recalculate total figures. Hitting the ENTER key after inputting data will recalculate the totals.

### **Viewing/Printing the table**

To view the DCHA table in Excel format, go to the main budget request table and hit the “Excel” button. The DCHA table will appear as a spreadsheet page.

## **3. Workforce Planning**

### **Entering Data**

Enter workforce levels for fiscal years 2003 - 2006, using the dropdown box on the top left to switch years. All entries will be saved automatically.

### **"Copy to 200X" Button**

This button takes the values for the current year, both by backstop and SO, and copies them to the following year. It is a convenience that gives you a head start in entering later years if the values will be largely the same.

Note: use caution when using this button. It will overwrite any values for the subsequent year that you have entered.

### **Moving from cell to cell in the table**

Once you have entered a number in a cell in a table, be sure to either use the Tab key, or the mouse to move from that cell or the ENTER key in order for the application to save that number and recalculate total figures.

### **Entering SO data**

To meet the new workforce requirement of allocating all employees to Strategic Objectives, click on the “By SO” button found at the top left hand corner of the table

next to the drop-down menu for fiscal years. This will bring up a new table which lists all Strategic Objectives in rows and employment types in columns. You may use fractions to allocate portions of employee's time to SOs. The control levels for each employment type are derived from the "Sector Management" values entered on the main workforce table. They are listed on the bottom of the table together with the current SO-allocated totals. Mismatches will be shown in red, and the table cannot be closed until all values match.

### **Viewing/Printing the report**

To either view or print the Workforce Planning requirements report, click on the "Excel" button. The application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report, make the changes on the form, then click on the "Excel" button once again to generate a new report.

### **USDH Staffing Requirements:**

Show the numbers of USDH in each occupational backstop expected by end of year FY 2003 and requests for end of FY 2004 - FY 2006. These data are necessary for the development of the FY 2004 Foreign Service recruitment plan. This data is not used in the assignment or FTE-allocation processes. Requested levels should be what the mission reasonably expects given budget realities. For all years, but especially for out-years, the requests should match the position requirements for the operating unit's Strategic Plan without regard to the backstop of the current incumbent. GDO positions should be listed under the backstop that reflects the primary discipline of the position. RUDO positions are covered under Backstop 40. It is crucial that each operating unit consider the work that needs to be done and the skills needed to do it rather than the backstops of the employees currently on board. In addition, if you have positions that you do not expect to be filled, please do not include them.

### **Non-USDH Staffing Requirements:**

Show the number of non-USDH by category and the occupational backstop that most closely reflects the work being done. For effective workforce planning, the Agency needs to know total staffing requirements, not just USDH requirements. It is crucial that each operating unit consider the work that needs to be done and the skills needed to do it rather than the backstops of the employees currently on board. In addition, if you have positions that you do not expect to be filled, please do not include them.

### **New Workforce Requirement:**

In addition to the information requested last year, the Agency is requiring that workforce-planning data be tied to the operating unit's strategic objectives. This breakdown will allow us to (1) develop data tables to assist in our long-range cost-to-program planning and (2) respond to the five areas of the President's Management Agenda. Therefore, after completing the principal workforce table by backstop, you

must complete a subordinate table to allocate your technical staff by objectives. Technical specialists and GDOs should be included in "Technical Staff." Whole and fractional numbers may be used.

#### **4. Operating Expenses – Overseas**

Show the proposed use of OE and trust fund resources by resource category for the FY 2003 estimate, the FY 2004 target, and the FY 2005 request levels. For overseas OE tables, identify the U.S. dollars used for local currency purchases and the exchange rate used in computations. For FY 2005 OE, the target level should be straight-lined from your allocation for FY 2004. The request for FY 2005 should reflect an amount that takes into account the base and increases.

##### **Overview**

The table for OE Overseas is modeled after the spreadsheet that has been used in the past. Phoenix codes and titles are listed along the left, and space is provided to enter OE and Trust Fund amounts for 2003 Estimate, 2004 Target, 2005 Target and 2005 Request.

Phoenix lines marked with an asterisk are summed at the bottom of the table. Check to ensure that these values match those for OE funded deposits on the FSN Voluntary Separation Fund Table.

##### **Moving from cell to cell in the table**

Once you have entered a number in a cell in a table, be sure to either use the Tab key, or the mouse to move from that cell or the ENTER key in order for the application to save that number and to calculate or recalculate total figures.

##### **Viewing/Printing the report**

To either view or print the OE - Overseas report, click on the "Excel" button. The application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report, make the changes on the form, then click on the "Excel" button once again to generate a new report.

#### **4a. Operating Expenses – Washington**

Show the proposed use of OE and trust fund resources by resource category for the FY 2003 estimate, the FY 2004 target, and the FY 2005 request levels. For overseas OE tables, identify the U.S. dollars used for local currency purchases and

the exchange rate used in computations. For FY 2005 OE, the target level should be straight-lined from your allocation for FY 2004. The request for FY 2005 should reflect an amount that takes into account the base and increases.

### **Overview**

The table for OE Overseas is modeled after the spreadsheet that has been used in the past. Phoenix codes and titles are listed along the left, and space is provided to enter OE and Trust Fund amounts for 2003 Estimate, 2004 Target, 2005 Target and 2005 Request.

Note: this table will not be available to operating units overseas.

### **Moving from cell to cell in the table**

Once you have entered a number in a cell in a table, be sure to either use the Tab key or the mouse to move from that cell or the ENTER key in order for the application to save that number and to calculate or recalculate total figures.

### **Viewing/Printing the report**

To either view or print the OE - Washington report, click on the “Excel” button. The application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report, make the changes on the form, then click on the “Excel” button once again to generate a new report.

## **5. Program Funded Personnel and Support Expenses**

This table is a new requirement for this year and responds to the PMA and the Agency’s need to ascertain the costs of program funded personnel used for program oversight and management (including home office indirect costs), and to match those costs to program endeavors. This table is identical to the OE table above except that it pertains to funds from the program accounts. Operating units should use the average annualized cost of the personnel and support cost over the life of the contract, rather than levels obligated for the year. Personnel to be reported on should be those included in the “Quarterly USAID Worldwide Staffing Pattern”. For more information, please contact Eileen White, PPC/RA.

### **Helpful Hint on preparing the Program Funded Personnel and Support Expenses table:**

This is in the same format as the overseas OE table.

### **Moving from cell to cell in the table**

Once you have entered a number in a cell in a table, be sure to either use the Tab key or the mouse to move from that cell or the ENTER key in order for the application to save that number and to calculate or recalculate total figures.

**Viewing/Printing the report**

To either view or print the Program funded personnel and support expenses table, click on the “Excel” button. The application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report, make the changes on the form, then click on the “Excel” button once again to generate a new report.

**6. ICASS Reimbursement Table**

This table should be used by overseas operating units that are/or will be an ICASS service provider. This table should reflect the amount that the Agency will be reimbursed for the services that are provided. Include costs associated with providing support to OE-funded operations, USAID program operations and to other customer agencies on post. Please note that the first line of the Table is for Washington Funded Salaries and Benefits.

Report in the Operating Expenses Table, under the ICASS line item, the sum of estimated OE ICASS charges payable to the Department of State as well as the estimated costs for ICASS services provided by the mission to OE funded operations.

**Helpful Hint on preparing the ICASS table:**

Please note that the first line of the ICASS Table is for Washington Funded Salaries. Operating Units should report here the portion of the Executive Officer's salary as well as that of other USDH staff that provide ICASS services. Do not include benefits in this line item, as the Support Budget office will compute this cost based on agency-wide averages.

**Moving from cell to cell in the table**

Once you have entered a number in a cell in a table, be sure to either use the Tab key or the mouse to move from that cell or the ENTER key in order for the application to save that number and to calculate or recalculate total figures.

**Viewing/Printing the report**

To either view or print the ICASS report, click on the “Excel” button. The application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report, make the changes on the form, then click on the “Excel” button once again to generate a new report.

## **7. Trust Fund and FSN Voluntary Separation**

This table should be used by overseas operating units that are/or will be an ICASS service provider. This table should reflect the amount that the Agency will be reimbursed for the services that are provided. Include costs associated with providing support to OE-funded operations, USAID program operations and to other customer agencies on post. Please note that the first line of the Table is for Washington Funded Salaries and Benefits.

Report in the Operating Expenses Table, under the ICASS line item, the sum of estimated OE ICASS charges payable to the Department of State as well as the estimated costs for ICASS services provided by the mission to OE funded operations.

### **Overview**

This table is modeled after the spreadsheet that has been used in the past. Enter values and they will be saved automatically. Press the recalculate button to update totals.

### **Moving from cell to cell in the table**

Once you have entered a number in a cell in a table, be sure to either use the Tab key or the mouse to move from that cell or the ENTER key in order for the application to save that number and to calculate or recalculate total figures.

### **Viewing/Printing the report**

To either view or print the USDH staffing requirements report, click on the “Excel” button. The application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report, make the changes on the form, then click on the “Excel” button once again to generate a new report.

## **8. Controller Operations**

### **Overview**

The Controller Operations table is modeled after the spreadsheet that has been used in the past. Phoenix codes and titles are listed along the left, and space is provided to enter Dollar and Trust Fund amounts for 2003 Estimate, 2004 Target, 2005 Target and 2005 Request.

### **Moving from cell to cell in the table**

Once you have entered a number in a cell in a table, be sure to either use the Tab key or the mouse to move from that cell or the ENTER key in order for the application to save that number and to calculate or recalculate total figures.

## **Viewing/Printing the report**

To either view or print the Controller Operations report, click on the “Excel” button. The application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report, make the changes on the form, then click on the “Excel” button once again to generate a new report.

## **9. GCC Budget Request**

Each GCC mission must complete the GCC budget table, which requests data on obligations by country, strategic objective, and fund account for activities conducted in FY 2002 and 2003 and estimates for FY 2004 and FY 2005.

### **Overview**

First Select the Strategic Objectives from the drop-down menu available from clicking on the “**Add**” button at the top right hand corner of the table. Also select the Sector Code and the Fund Account from this same drop-down box. When all appropriate Strategic Objectives have been selected, along with their sector code and fund account, click on the “**Add**” button provided at the bottom of the drop-down box. This will populate the spreadsheet with the information you provided. You can delete any strategic objective from the spreadsheet by clicking on the “**Delete**” button at the top right hand corner of the table.

### **Moving from cell to cell in the table**

Once you have entered a number in a cell in a table, be sure to either use the Tab key or the mouse to move from that cell or the ENTER key in order for the application to save that number and to calculate or recalculate total figures.

## **Viewing/Printing the report**

To either view or print the GCC report, click on the “Excel” button. The application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report, make the changes on the form, then click on the “Excel” button once again to generate a new report.

## **10. Budget Reporting Tool**

Access the reporting tool through the Reports|Reporting tool menu at the top of the main menu screen.

## **Overview**

Most information in the budget portion of the application can be accessed through the reporting tool. Although its use is not mandated in any way, and the reports you generate are not included as part of your annual report submission, you may find it useful in verifying the data entered. It allows you to select the fields you are interested in, group and total on particular fields, and set filters so that only particular rows are displayed. You can run ‘Standard Reports’ that are included in the application itself, create ‘Custom Reports’, and save these custom reports for later use. All reports can be saved in Excel format.

## **Report Types**

The drop down box on the top left of the screen determines the type of report (i.e. Program Funding, Workforce, etc). You can change between report types at any time.

### **Report Tab – “Standard Reports”**

The standard report tab lists all reports that are included within the application. For example, Program funding includes four standard reports. When you select a standard report with the mouse, a preview of the report appears in the lower half of the screen. Hit the Run button to generate the report based on current data, or press Excel to generate a spreadsheet version of the same report.

### **Report Tab – “Custom Report”**

The custom report tab has three boxes - “Columns,” “Rows” and “Values,” that vary depending on the report type selected. Selecting values in these boxes determine what will be displayed when the custom report is generated.

## **Columns**

Checking a value in the columns box will cause that column to appear in the report. As you check or uncheck a column, you will see it appear or disappear from the preview box below. Items that are at a higher level in the tree contain the sum of all the columns beneath it. Right clicking on these higher level items displays a menu that allows you to hide or show all the items beneath it.

## **Rows**

The rows box displays the rows available for the current report type. You must select at least one row to run a report. If more than one row is selected, the report will contain “break rows” that sum the data at different levels. The order in which the rows will be displayed when the report is run is shown in the preview box. The items are displayed in the same order that they are selected.

## **Values**

The Values box is on the top right of Custom Report tab. It displays a list of distinct values of the currently selected item in the rows box. To filter the results of the report, check one or more of the values and the report will only display those values.

As with standard reports, you can press the run button to generate the report from current data, or press Excel to view the report as a spreadsheet.

### **Report Tab – “User Reports”**

When creating a custom report, the option to save the report for later use is available through the “Save User Report” button. You will be prompted for a name and description of the report. It will be available on the user reports tab after you save it. From there you will also have the option of renaming or deleting it.

## **Step Three: Entering CBJ and Performance Narrative data**

### **Working with Narrative Forms**

In general, you will be adding narrative text into the “boxes” provided for each significant section of the CBJ and Performance Narrative either by starting to type within the “box” or by double clicking your mouse within the “box” to launch a modified Microsoft Word document.

#### **Formatting**

The documents generated by the application are pre-formatted with one-inch margins and the required font, **Arial 10**, being used this year. Within the Word document you can cut and paste narrative into and out of the document. When cutting and pasting, the format in the cut and paste portion will be automatically changed to **Arial 10** once the data has been saved in the text box. Do not include any graphics, tables, text-boxes, bullets (you may substitute dashes for bullets), or photographs in your narratives.

#### **Printing/Viewing/Spell Check**

The application will allow you to generate a Word document for printing and viewing purposes. You can also Spell Check your document by selecting “Tools” and then “Check Spelling” from the tool bar at the top of the Word document. This document may also be saved to a file outside of the application, by clicking on “File” and then “Save As” where you may add photographs, tables, text-boxes, and graphics for any purpose the operating unit deems appropriate.

- **Cover Memo**

You can either begin typing in the text box provided, double click to open a modified Word document, or copy and paste from a Word document outside the application to the modified Word document opened in the Cover Memo text box. Within the modified Word document you can also spell check by selecting “Tools” and then “Check Spelling” from the tool bar at the top of the Word document. You can also use the Word Edit features of “Copy”, “Paste”, “Find” and “Replace”. When you are finished with the cover memo document, select “File”, then “Save and Exit” from the tool bar at the top, to save your document and exit back to the main Cover Memo text box.

To print a copy of just the Cover Memo, select “Print Cover Memo” at the top of the Cover Memo screen. Please note that changes made to the printed version of the cover memo will not be saved in the application. Any necessary changes must be added through the Cover Memo text box, either by adding them to the text box, or double clicking within the text box to bring up the modified Word document.

The Cover Memo will also appear in the full “Performance and Budget Documents” report, which can be generated through the “Create CBJ/Annual Reports” button on the main Performance and Budget Narrative menu.

- **Country Overview**

The Country Overview for the CBJ submission is broken down into four sections: The Development Challenge; The USAID Program; Other Program Elements and Other Donors.

Double click on each text box provided for each section described above. When completed you can click on the “Create Country Overview” button to generate a Word document for viewing and/or printing. Please note that changes made to the printed version of the country overview will not be saved in the application. Any necessary changes must be added through the appropriate country overview text box, either by adding them to the text box, or double clicking within the text box to bring up the modified Word document.

**Page Count:** To assist you in keeping to the two-page limit for the Country Overview section, a button at the top of the page has been provided that keeps a running tally of the number of pages in this section. As you add information to each of the sections in the country overview, click on the “Pages” button to get an updated count of the total number of pages for the Country Overview in its entirety. If you exceed the two-page limit for this section, you will receive a message stating that the two-page limit has been exceeded; please go back and edit your information. You may edit any section you wish to meet the two-page limit.

### **Program Data Sheets**

To use this section, first select the Strategic Objective from the drop-down menu at the top of this section for which you wish to complete a program data sheet. The application will pre-populate the USAID Mission name, the Strategic Objective title and number, and the necessary budget data listed on the sheet. To avoid any confusion regarding this budget data, **please note** that the budget data section is highlighted in a darker gray color and is preceded by a message stating, “Data contained within is not editable. This data is retrieved from Budget Tables”.

You must select a “Pillar” and a “Status” for each Strategic Objective from the drop-down menus provided. The remaining sections of the Program Data Sheet are: Summary; Inputs, Outputs, Activities, FY 2003 Program; Inputs, Outputs, Activities, Planned FY 2004 Program; Performance and Results; and Principle Contractors, Grantees, or Agencies. Complete a program data sheet for each Strategic Objective found in the drop-down menu at the top of the screen. If Strategic Objectives are missing from this menu, new SOs must be added from the US Financing Table in the budget portion of the application. Once added, they will appear in all drop-down menus listing the Operating Unit’s Strategic Objectives.

When completed you can click on the “Create Program Data Sheets” button to generate a Word document for viewing and/or printing the program data sheets for the SO displayed

on the screen. To view/print program data sheets for other Strategic Objectives, either select another SO from the drop-down menu or go to the last main menu selection for Program/CBJ Narratives labeled “Create CBJ/Annual Reports”. From this menu, select either “All CBJ Documents” or “Program Data Sheets” to print/view all Program Data Sheets”.

Please note that changes made to the printed version of the program data sheet will not be saved in the application. Any necessary changes must be added through the appropriate program data sheet text box, either by adding them to the text box, or double clicking within the text box to bring up the modified Word document.

**Page Count:** To assist you in keeping to the two-page limit for the Program Data Sheet section, a button at the top of the page has been provided that keeps a running tally of the number of pages in this section. As you add information to each of the sections in the country overview, click on the “Pages” button to get an updated count of the total number of pages for the Program Data Sheet section in its entirety. If you exceed the two-page limit for a Program Data Sheet you will receive a message stating that the two-page limit has been exceeded; please go back and edit your information. You may edit any section you wish to meet the two-page limit.

- **Performance Narrative**

The Performance Narrative section is divided into three sections, as shown by the three “tabs” at the top of the screen. They are: Program Level Narrative; SO Level Narrative and Resource Request. Clicking on each tab will bring up a separate screen for that section. The Program Level Narrative screen will be displayed when you first enter this section.

**Program Level Narrative:** This section consists of text boxes for the Program Performance Summary; Environmental Compliance; and Country Close Out and Graduation. Please refer to the Annual Report Guidance if you have any questions as to what information should be reported on in these sections. You can click on “Help” at the very top of the screen, and select Help for the Program Narrative. Each section of help begins with the relevant portion of the Annual Report Guidance. Alternatively under “Help” you can select “Annual Report Guidance” to see the guidance in its entirety. Upon completion you can print or view just the program level narrative section by clicking on the button labeled, “Create Program Narrative”. From the Program Level Narrative tab you can also view/print all sections which comprise the Annual Report by clicking on the button labeled, “Annual Report”. The Annual Report contains the cover page, cover memo, program level narrative, SO level narrative, resource request, results framework, and SO indicator table.

**SO Level Narrative:** In this section you must first choose the Strategic Objective you are reporting on from the drop-down menu at the top of the screen. Next will appear the drop down menu displaying all Agency Objectives from which a primary agency objective must be selected. Below that are drop down menus for “MPP Goal” and “Self Assessment”. These drop down menus are followed by text boxes for “SO Discussion”, “Success Stories”, and “Strategic and Special Objective Closeout Report”. Upon

completion select another Strategic Objective from the drop down menu at the top of the page until all SOs have been completed.

Once again, in this section you may print/view just the SO Level Narrative report, or the Annual Report in its entirety.

**Resource Request:** The last tab under the Performance Narrative section is the resource request narrative. Once again, please refer to the Annual report guidance for details as to what information should be contained in this section. When completed, you may either print/view the resource request section or the Annual Report in its entirety.

- **Results Framework**

The Results Framework section will be pre-populated with the results framework each operating unit submitted last year with their annual report. New to the results framework is the inclusion of SO level indicator names. You may report up to three SO-level indicators for each SO. Select each SO from the drop-down menu at the top of the page. Use the buttons to Add an SO or delete an SO. If you add an SO, click on the “Update SO List” button to add the new SO to the drop-down menu at the top of the page. Additional buttons are provided to add, delete or save an indicator and to add, delete and save Intermediate Result numbers and titles. Use the Notes box at the bottom of the screen to indicate any changes in Intermediate Results. When completed, click on the “Create Results Framework” button to view and/or print a copy of the results framework.

- **Indicator Table**

To use this section, first select the Strategic Objective from the drop-down menu provided at the top of the screen. Then add up to three indicator names, FY 2000 actual; FY 2000 target; FY 2001 actual; FY 2001 target; FY 2002 actual; FY 2002 target and FY 2003 target data. Use the “Indicator Name” box to insert the indicator name **only**. **This box is not to be used for a description of the indicator.** Indicators can be either added or deleted to the table provided. Use the button labeled “Create SO Indicators” to view and/or print out an indicator table for the Strategic Objective displayed on the screen. To view/print other indicator tables, select the desired Strategic Objective from the drop-down menu, then click on the “Create SO Indicators” button. To print/view all Indicator Tables, go to the last main menu selection for Program/CBJ Narratives labeled “Create CBJ/Annual Reports”. From this menu, select either “Indicator Tables” to print/view all Indicator Tables in one report. All indicator tables will also be part of the larger “All Performance and Budget Document” report.

- **Selected Performance Measures**

The indicators in this table are organized by Agency Pillar and Objective. Using your mouse or down arrow key, highlight the question to be answered. Some questions require that you select the appropriate Strategic Objective before answering; others do not. When highlighting the appropriate question at the top half of the screen you will notice that three columns with boxes for answering the selected question will appear at the bottom of the screen. Before answering the question under each Agency objective, "Did your program achieve a significant result in the past year that is likely to contribute to this objective?" you **must** select the specific Strategic Objective in order to answer the question. Once you have selected an SO, you can go back and delete that SO and select another one if necessary.

- **Create CBJ and Performance Narrative Reports**

The last button on the **Program/CBJ Narratives** menu labeled, "Create CBJ/Annual Reports" allows you to go to one place to view and/or print any of the reports created in the Program/CBJ Narratives section of the application.

You can print all narrative documents for the CBJ submission and for the Performance Narrative Annual Report submission, or you can print individual sections from each submission, such as Program Data Sheets from the CBJ submission or the Resource Request Narrative from the Performance Narrative section.

Selecting "All CBJ Narrative Documents" will generate a report consisting of both the Country Overview and all Program Data Sheets.

Selecting "Performance and Budget Narrative" will generate a report consisting of the Program Level Narrative, the SO Level Narrative, the Resource Request Narrative, the Results Framework and the SO Indicator Table.

**Please note the statement in red at the top of the report menu:**

"Documents created reflect the current values that are saved in the application. Any changes made to these printed reports WILL NOT BE SAVED in the application." To save any changes made to these reports, you must go back to the appropriate section in the application and make the desired changes. If changes are made to these Microsoft Word documents, the changes can be highlighted in the Word document, and cut and pasted into the appropriate text box or section of the application.

## **Step Four: Document proofing and review**

### **Preparing electronic and paper-copy drafts for review**

#### **Drafts and versioning issues**

The application's ability to compile and print the tables or narratives at any time makes it easy to distribute hard copy or electronic versions for review purposes. It's vital, though, to make sure that the version of the table or narrative in the application is amended to reflect any changes made in these stand-alone draft versions.

For example, if you were to produce a draft spreadsheet and then gave that file to a colleague for review. Your colleague made some changes in that draft file or on a printed copy of that file. The draft file is now out of synch with the application. Any edits made to the table would not be reflected in the application until you went back to the application and keyed the changes from the draft file into the table.

For this reason, you need to be very careful in distributing draft versions of the tables, and make sure that the version in the application is the one that reflects all changes and edits.

## Step Five: Transmission of completed Budget Data

The application greatly simplifies the process of transmitting the budget data to Washington. If your unit has moved to Microsoft Outlook as its email client, then the transmission process is almost completely automated. Users of Beyond Mail or other email systems will have to work a little harder, but it will still be much easier than in previous years.

### How to transmit your Budget Data to Washington:

- 1) Click on the menu selection at the top of the main screen labeled “Email”, then select “Send”. Selecting “Send” will launch Microsoft Outlook if it is available from your Local Area Network.
- 2) Once you are in the Microsoft Outlook email program, you need to create a new email, and fill in the following:  
**To:** please enter: [ARAPP@dec.cdie.org](mailto:ARAPP@dec.cdie.org).  
**Subject:** please enter FY 2003 Annual Report Application -- [Your Country Name]  
**Attach:** You will have to manually attach the following file from your AR2003 directory. The location and file name for that file is: AR2003/db/Ar2003.mdb (Please contact your system administrator if you do not know on which network drive this directory resides).
- 3) Click the send button. Once you have confirmed that the email is ready to be sent and hit the o.k. button, the email message and attachment will be sent. You will be returned to the main menu of the Annual Report Application. The sender will receive an automatic confirmation that your email message with attachment has been received by the Development Experience Clearinghouse (DEC) once it has been successfully transmitted. ***Please be sure that both the budget request portion AND the performance and budget narrative and CBJ portions of the application are completely finished before sending the email and attachment to the DEC.***

If Microsoft Outlook is **not** the email program used by your operating unit, you must first exit from the Annual Report Application and then open your particular email program before following the steps as described above.